

# Fire Risk Assessment

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## DURSTON HOUSE SCHOOL

Overview Report (to be read in conjunction with Buildings Reports)



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# Fire Risk Assessment

## 1.0 General Information

Organisation / 'Responsible Person'	Durston House School Educational Trust Limited.
Business Activities / Trade	Independent preparatory day school (for boys aged 4-13yrs).
Premises Address	<ul style="list-style-type: none"><li>- Pre-prep: 26 Castlebar Road, Ealing, London, W5 2DR</li><li>- Junior School: 9 Longfield Road, Ealing, London, W5 2DH</li><li>- Main School: 12-14 Castlebar Road, Ealing, London, W5 2DR</li><li>- Castlebar Pavilion: Carlton Road, Ealing, London W5 2DR.</li><li>- Swyncombe Pavilion: Swyncombe Playing Field, Swyncombe Avenue, London, W5 4DR.</li></ul>
Neighbouring premises/ area	Primarily residential with other Schools also nearby.
Fire & Rescue Service name/ location	London Fire Brigade. The nearest fire station is Ealing, which is approximately half a mile away from the School buildings.
Name of Fire Risk Assessor	Steven Cox BA (Hons), ACII, Grad IOSH; of Hettle Andrews and Associates Limited.
Name(s) of other persons consulted	Kevin Neary (KN) – Maintenance Manager; and Jenny Twyford – Bursar.
Date of Fire Risk Assessment	18 <sup>th</sup> February 2020.
Date of previous Fire Risk Assessment	December 2018.
Date recommended for Review	February 2021.



## 2.0 People at Risk

<b>Max. no. people at one time:</b>	
Employees (approx.)	Approximately 100, with an approximate split by location as follows: <ul style="list-style-type: none"> <li>- Main School – 50</li> <li>- Junior – 20</li> <li>- Pre-prep - 30</li> </ul>
Pupils (approx.)	Approximately 400, with an approximate split by location as follows: <ul style="list-style-type: none"> <li>- Main School – 175</li> <li>- Junior – 90</li> <li>- Pre-prep - 135</li> </ul>
Members of Public (approx.)	Members of the public will occasionally be present in the main School buildings (e.g. parents, professional visitors, contractors) but not in large numbers. The pavilions are let out to third party groups and there may be 70-90 occupants in each pavilion.
Disabled Persons	None at present. PEEPs/ individual risk assessments will be completed if required.
Sleeping Occupants	None.
Lone/Remote Workers	Lone working will only occur if staff are working late, or during the holidays. Procedures are in place for staff to notify the Head or Maintenance when arriving/ leaving.
Children or Young Persons (other than pupils)	There are no under 18s employed,
Others at a higher level of risk	None identified.



## 3.0 Fire Hazards

### 3.1 Electrical Installation and Appliances

	Yes	No	N/A	Comments:
Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspections are completed for each building at least once every five years. The most recent inspection dates are as follows: <ul style="list-style-type: none"> <li>– Main School: April 2017.</li> <li>– Junior School: November 2019.</li> <li>– Pre-prep: August 2017.</li> <li>– Castlebar Pavilion: April 2018.</li> <li>– Swyncombe Pavilion: August 2016.</li> </ul>
Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No C1 or C2 defects were identified.
PAT testing schedule/ arrangements in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually for all appliances. Last completed for all buildings in April 2019.
Arrangements in place for testing of personal electrical appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most appliances are provided by the School but staff are asked to leave out any personal items that they use on the School premises.
Additional hazards observed?	None.			

### 3.2 Arson

	Yes	No	N/A	Comments:
Secure perimeter around the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All sites have a secure perimeter with fencing/ gates separating the School grounds from the public footpaths. The gates have electronic (key-fob) access control.
Suitable access controls to buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security systems or deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The buildings all have intruder alarm systems (remotely monitored with police response) and CCTV (recorded only).
Combustible materials stored away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles (waste) materials are kept as far from the buildings as possible.
Additional hazards observed?	None.			



### 3.3 Smoking

	Yes	No	N/A	Comments:
Smoking prohibited inside the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smoking is not permitted anywhere on School premises.
Smoking prohibited in the grounds of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Designated smoking area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Suitable arrangements in place to dispose of smoking materials safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No signs of illicit smoking present/ policy being complied with?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional hazards observed?	None.			

### 3.4 Heating Installation (and Associated 'Plant')

	Yes	No	N/A	Comments:
Heating installation subject to regular servicing and inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All gas boilers are serviced/ inspected annually by Gas Safe registered contractors. The boiler for the Junior School was last serviced in October 2019. and the Main School and Pre-prep boilers were last serviced in October 2019.
Gas safety checks completed annually on gas-fired boilers/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy in place for use of portable heaters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A policy is not in place, but KN advised that oil-filled radiators or electric convection heaters are purchased if new/ additional heaters are required.
Additional hazards observed?	None.			

### 3.5 Hot Work or Processes

	Yes	No	N/A	Comments:
Suitable precautions in place during 'hot work'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A template hot work permit is held on file but there has not yet been a need to use it.
Permit to work system in operation for 'hot works'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable separation of 'hot work' from combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These matters are would be considered as part of the hot work permit system.
Suitable firefighting equipment in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional hazards observed?	None.			



### 3.6 Control of Contractors

	Yes	No	N/A	Comments:
Competence/ experience of contractors assessed prior to appointment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Informal checks are completed but there is no formal contractor assessment procedure in place. <b>(3.6.1)</b>
Induction completed with contractors at arrival on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Formal recorded inductions are not completed. <b>(3.6.2)</b>
Suitable supervision of contractors during work and before leaving site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During School hours, any contractors would always be supervised, although works are rarely carried out in School hours. At other times, the contractors will be shown to the place of work and checked on regularly.
Additional hazards observed?	None.			

### 3.7 Waste Materials

	Yes	No	N/A	Comments:
Waste inside the premises kept to a minimum?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaners attend daily (Mon-Fri) and keep internal waste to a minimum.
Waste materials or bins stored externally in suitable area and away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External bins are stored as far from the buildings as the physical space restrictions will allow.
Waste bins secured in place or locked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The bins are not secured in place, they are within the secure site perimeters.
Additional hazards observed?	None.			

### 3.8 Other Fire Hazards (ignition/ fuel sources) requiring consideration

Description	Comments
There are Science labs with gas taps in the Main School, and a Science Prep Room with a small amount of flammable substances.	These hazards, and the control measures in place, are discussed in the individual building report for the Main School.



## 4.0 Management Arrangements

### 4.1 Policy, Procedures and Arrangements

	Yes	No	N/A	Comments:
Fire safety policy and procedures in place, and periodically reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Fire Safety Policy and Fire Procedures are in place and reviewed three yearly. The Policy was last reviewed in January 2018 and the Procedures were reviewed in August/ September 2019.
Fire safety management responsibilities allocated/ documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responsibilities have been assigned and are recorded in the Fire Safety Policy and Fire Procedures.
Emergency evacuation procedures in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are written evacuation plans for each building, which are set out in the Fire Procedures, along with diagrams of the designated escape routes.
Procedures in place for identification/ assistance of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEEPs will be completed for disabled occupants if/ when relevant.
Suitable arrangements in place to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic staff are responsible for ensuring that pupils in their care evacuate safely. A roll call is then taken at the muster point(s) to ensure that all pupils and staff have evacuated.
Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any member of staff may call 999 but it will normally be the School Secretary who calls the fire and rescue service.
Arrangements in place to liaise with the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The nominated Fire Officer, or Deputy Fire Officer, for the building will act as the point of contact for the fire and rescue service until the Bursar arrives on site.
Fire alarm zones clearly illustrated and available to the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zones are displayed next to the alarm panels in each building.
Familiarisation visits completed by the fire and rescue service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Visits have not been completed in recent years.
Procedures in place to provide fire safety information to visitors/ contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most contractors are familiar with the School and basic information will be provided verbally (see 3.6.2). Visitors will always be escorted.
Procedures in place to co-ordinate with other tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The premises are not shared with any other organisations.
Additional comments/ observations?	None.			





## 4.2 Testing and Maintenance

	Yes	No	N/A	Comments:
Weekly recorded test completed for fire alarm, rotating the call points used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tests are completed weekly using rotating call points. Records were seen to be up to date.
Service and inspection of fire alarm completed at least six monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Services are completed six monthly, last in February 2020.
Monthly recorded flick/activation tests completed for all emergency lighting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed monthly and recorded in fire log books.
Annual service and inspection of emergency lighting system(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually, last in August 2019.
Annual 'discharge test' completed for emergency lighting system(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual maintenance/check of firefighting equipment and appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguishers are serviced annually, last in February 2019.
Periodic checks completed of escape routes and signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly walkaround checks are completed and recorded by KN. Records seen.
Periodic checks completed on fire doors and compartmentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks on interlocked systems (door closers/ fire shutter/ gas shut-offs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire hydrant on-site/ maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no hydrants on School premises, but they are available on the public roads, near to each site.
Additional comments/ observations?	None.			

### 4.3 Fire Safety Training

	Yes	No	N/A	Comments:
All staff provided with adequate fire safety training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-training is completed at induction and School specific information is given by the manager delivering the induction.
Nominated persons (e.g. fire marshals), provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Fire Officer and Deputy Fire Officer is appointed for each building, but they have not been provided with any additional training. <b>(4.3.1)</b>
Nominated persons also provided with fire extinguisher training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 members of staff received fire extinguisher training in February 2014. A new training course is planned for Summer 2020.
Suitable training provided to relevant staff in evacuation of disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable at present. Training would be arranged if required.
Fire drills carried out at appropriate intervals/ recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drills are completed termly with records kept of the time taken to evacuate and any issues identified.
Fire safety training recorded and refreshed periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face-to-face training is delivered by an external consultant every three years. The last course was delivered in February 2017 and the next is planned for May 2020.
Additional comments/ observations?	None.			



# Evaluation

## 5.0 Evaluation

In general, it has been found that the fire safety at the School continues to be managed to a high standard and all buildings have been assigned an overall risk rating that is either 'Low' or 'Very Low'. The number of deficiencies identified has continued to reduce year on year and it is reassuring to see that many of the actions identified in previous years assessments have been completed.

The Main School continues to have the highest number of recommended actions, which predominantly relate to the condition of doors. It is appreciated that there is no desire to put significant financial resources into the building as the intention is for the School to move to a new site within the next two years; however, it is strongly recommended that actions that have been assigned a Priority Level 2 are completed nonetheless.

The risk ratings given for each building below, include consideration of both the likelihood of fire occurring, which is primarily concerned with the management of fire hazards (fuel/ ignition sources), and; the likely impact or consequence should a fire break out in the building, which is more reflective of the protective measures and management arrangements in place to protect the occupants of the premises.

Each element of the fire risk has been assessed and ranked as; Low, Moderate or High.

Building Name	Likelihood	Severity/Impact	Fire Risk Rating
Main School	Low	Moderate	<b>LOW</b>
Junior School	Low	Low	<b>VERY LOW</b>
Pre-Prep	Low	Low	<b>VERY LOW</b>
Castlebar Pavilion	Low	Low	<b>VERY LOW</b>
Swyncombe Pavilion	Low	Moderate	<b>LOW</b>

The basis of these ratings has taken account of the information set out in this report as well as the supplementary report for each building, and a description/ summary of what each rating means has been provided on the following page.



Risk Rating	Description of Risk Level	
<b>1</b>	<b>VERY LOW</b>	The level of risk is tolerable and little or no action is required to maintain it at this level.
<b>2</b>	<b>LOW</b>	The level of risk is tolerable but there is room for improvement in the current fire safety measures.
<b>3 or 4</b>	<b>MODERATE</b>	The risk level is broadly acceptable but there are some serious concerns that need addressing.
<b>6</b>	<b>SIGNIFICANT</b>	The risk level is unacceptable and significant work is required to improve fire safety measures.
<b>9</b>	<b>HIGH</b>	The risk level is too high for the premises to be used in its current condition and it should be taken out of use until adequate fire safety measures can be put into place, or reinstated.

All recommendations for improvements relating to the content of this report are included in the Action Plan, which starts on the next page.



# Action Plan

## 6.0 Overview

Each of the recommendations contained within this action plan has been assigned a priority level between 1 and 4; with 1 being the highest risk/ priority items and 4 being the lowest risk/ priority items. Please note that whilst the risk level is the driving factor behind the priority level, the ease of completion has also been taken into account in assigning priorities.

A brief explanation of the rationale for priority levels 1 through 4 is given in the table below:

Priority Level	Priority Description
1	<b>Immediate Action Required</b> – Conditions exist where a fire is likely to start, or fire would present a significant risk of injury or fatality, and/or serious regulatory breaches are apparent.
2	<b>Urgent Action Required</b> – Conditions exist where a fire is possible, or where injuries would be likely in the event of fire, and/or regulatory breaches are apparent.
3	<b>Medium to Longer Term Action Required</b> – Conditions exist that would support the growth of a fire, cause severe property damage and possible injury to the occupants of the premises, and/or current conditions and practices vary from recognised guidance/ good practice.
4	<b>Action Recommended</b> – Conditions exist that are not in compliance with recognised guidance or good practice, and/or further work would be required to reduce the level of risk posed to the premises and its occupants.

The action plan also includes an area for you to assign a 'Responsible Person' for the completion of that item, a 'Completion Deadline' by which they need to complete it, and a 'Completion Date' field which will allow you to record the completion of the recommendations outlined.

## 7.0 Actions Required

Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
3.6.1	It is recommended that formal contractor assessments are completed prior to any works being carried out. This will enable it to be ensured, so far as is possible, that contractors are competent to safely carry out the work for which they are appointed. A template Contractor Assessment form is available in the Hettle Andrews Client Hub.	3			
3.6.2	When works are to be carried out on School premises by contractors, it is recommended that formal inductions are completed and recorded. The inductions should include fire safety matters, such as requirements not to obstruct escape routes, the location of fire exits, evacuation procedures, etc. A template Contractor Induction Checklist is available in the Hettle Andrews Client Hub.	3			
4.3.1	It is recommended that additional training (e.g. fire warden training) is provided to the members off staff who have taken on the roles of Fire Officer and Deputy Fire Officer. Hettle Andrews can provide a RoSPA approved online 'Fire Marshal' training course at a cost of £18 per person.	3			

# Use of Data

Personally identifiable information (including sensitive personal data) which you supply to us may be used for a number of reasons, for example:

- in conducting our relationship with you
- arranging insurance
- providing advice on insurance or risk management matters.

We may pass the information to insurers, professional advisers, loss adjusters or agents for these and other lawful purposes or as required by law, including providing the information to government or regulatory authorities.

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